

# TOWN OF MILFORD

## JOINT LOSS MANAGEMENT COMMITTEE (JLMC)

### MEETING MINUTES

MARCH 3, 2020 Milford Police Station 9:00 am

Attendees: Rodney Dunn (Chair-MAS), Karen Blow (HR), Eric Schelberg (Ambulance), Michael Goldstein (Fire), Michael LaCure (Police), John Shannon (Town Administrator), Rick Riendeau (DPW), Russ Works (DPW), Andrew Grady (Library), Darlene Bouffard (Comm. Dev.)

Quorum: 14 voting members, 8= quorum

Absent: Kris Jensen (Vice Chair-Water Util), Seth Darling (Water Util), Betsy Solon (Library), Mike Viola (Police), A. Berry (Rec)

The meeting was called to order at 9:05 a.m.

I. Approval of Minutes:

- A. Minutes were sent out and reviewed prior to today's meeting. There were no questions or changes on the minutes. Darlene Bouffard moved to approve the minutes as presented. Eric Schelberg seconded. All were in favor.

II. Reports of Committees:

A. Accident investigation committee:

R. Riendeau reviewed 3 accidents –

1) one of the inspectors fell on a rock and banged his right knee and arm due to slippery conditions. Resolution is for those that are out in the field to be aware and careful of surroundings. No further follow up.

2) R. Riendeau indicated the Fire Department needs to fill out the report forms better and include any actions taken – more information should be provided.

3) R. Riendeau indicated at Water Utilities, an employee was hurt walking the stairs by tripping, falling on hands and got a cut; person went to the hospital and received 4 stitches; this is preventable -- in an area where gloves should be worn, the gloves should be worn.

E. Schelberg commented that it is nice to hear that the accidents are relatively minor and small incidents, so we are doing pretty good.

B. Facility Inspection Committee:

Mike Goldstein said he has not done any facility inspections, due to the exit of his co-facility inspection person. Jeff Mackey was the replacement and now Andy Grady (Library) could take his place. Rodney said it would be good to have the perspective of two different town departments. It was determined that Mike and Andy would set up a schedule for all town facility inspections for the next meeting. Russ Works said he can follow them around to hear any input and changes needed. E. Schelberg said Jason might have a schedule already set up so each building could be inspected each year and report back to JLMC. At the next meeting a schedule will be available and inspections set up.

III. Appointments: D. Bouffard was appointed as the secretary for JLMC.

IV. Roundtable: Changes to the Safety Manual for Primex were sent to members for review. This manual was due for revision in December 2019. K. Blow asked if there were any recommended changes. E. Schelberg requested changes to the hazard communication and to add toxic material exposure response. E. Schelberg to get the recommended changes to Karen Blow to be incorporated into the Safety Manual. Also the definition of Bloodborne pathogen exposure; E. Schelberg would like to change the title in the definition so that it is covered under Workman's Compensation. This change would more clearly delineate what is covered and what is not. All members concurred with these proposed changes.

With the recommended changes to the Safety Manual, the Safety Manual will require approval by the Board of Selectmen. K. Blow said right now the Town is out of compliance, in order to remain in compliance, we will need signatures from JLMC members. The signature page was passed around, and Karen Blow will collect other required members and then it will go before the BOS for approval.

Eric Schelberg brought up that in order to be compliant with the RSA, the Safety Data Sheets should be sent to the Fire Department and kept on file, he asked that Mike Goldstein check on that to see if that is being done. Karen Blow said if that language is in the manual, we have to make sure it is being followed. Eric Schelberg recommended that departments each figure out what they use and compile it in a central place. He has a binder of them at the Ambulance Department. Rodney Dunn indicated this committee can follow up on that at the June JLMC meeting. Karen Blow said if a department does not have the safety sheets of what they use, who would the Department Head let know that they do not have them or where they are located? Rick Riendeau said each building should have its own Safety Data Sheets. Rodney Dunn said we should get the information out there that the MSDS have to be available to employees, each building should be maintaining their own sheets in a binder for quick reference and make sure they are up to date.

Rick Riendeau suggested the sheets all be stored on the T:> drive so that we all have access to them. T:>MSDS>DEPARTMENT NAME

Rodney Dunn said everyone here should talk to their Department Head about the chemicals used in the department and make sure everyone has access to the T:> drive.

Eric Schelberg indicated that COVID-19 is out there – wash your hands and cough into your arm, do not panic. Hand sanitizer is good in a pinch but does not do everything. There is a webinar at noon today, being done by the CDC, after which Eric will send out information.

John Shannon brought up having fire drills and would like to initiate performing them on a regular schedule beginning in April or May 2020. Michael Goldstein will talk to the Fire Chief about this. He asked if two-way radios are available, to which John responded he does not believe there are but he feels there should be a fire drill at least once per year.

V. Scheduled JLMC meetings:

March 3, 2020 -- complete

June 2, 2020

September 1, 2020

December 1, 2020

VI. JLMC Safety Program Review (biennial): Due December 2019, June 2021, June 2023

VII. Adjournment: 9:40 am on motion by Rick Riendeau, seconded by Eric Schelberg.